



CAREER OPPORTUNITY

Administrative Office Support Assistant Human Resource Center (HRC) Jefferson City, Missouri

Join our team in supporting the department's human resource program and serving as Assistant to the DSS Human Resource Director. In this position, you will operate as a team member, ensuring a customer service focus, and using independent judgment and discretion in accomplishing the goals and objectives of the HRC and in meeting the department's mission.

This position requires the ability to work independently in a high-paced work environment with constantly changing deadlines and priorities; strong Microsoft Office based computer and reporting skills; excellent communication, proofreading and interpersonal skills; ability to work well with all levels of staff, clients, and others; and, sensitivity to confidential matters.

DUTIES:

Serving as office manager and supervisor, providing daily executive support including: receiving and responding to calls; preparing and distributing communications; managing calendars; making meeting/event arrangements; maintaining files; and, overseeing official DSS employee personnel files.

Creating, maintaining, auditing, and ensuring compliance and integrity of databases for HR-related information and reporting (e.g., DSS Office for Civil Rights investigations, disciplinary actions, grievances, workplace accommodations, E-Mail searches, fiscal notes).

Assist with personnel processing including requesting and processing merit registers, completing SAMII updates (e.g., ESMTs), creating appointment letters, and processing new hire paperwork.

Serving as DSS Coordinator for programs such as Employee of the Month, Employee Suggestions, Missouri Technical Training and Education Center, State of Missouri Agency Records Tracking System.

SALARY RANGE: \$27,768 – \$35,640 commensurate with experience

MINIMUM QUALIFICATIONS: Possession of a high school diploma, GED certificate, or proof of high school equivalency **AND** one year of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System **or** four years of office or related clerical experience (**NOTE:** Earned credit hours from an accredited college or university may substitute on a year-for-year basis for required experience at a rate of 30 earned credit hours for one year; training from an accredited vocational or business school in Office Management, Secretarial Science, or a related area may substitute on a year-for-year basis for required experience at a rate of 30 earned credit hours/480 clock hours for one year).

TO APPLY: On or before **September 13, 2016**, submit a cover letter, resume, DSS Application for Employment <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> and, if substituting earned credit hours for experience, a transcript to:

Department of Social Services/Human Resource Center

ATTN: Sylvia Talley

PO Box 1527, Jefferson City MO 65102-1527

Or Email: Sylvia.D.Talley@dss.mo.gov

DSS IS AN EQUAL OPPORTUNITY EMPLOYER